NORTH DAKOTA IMMUNIZATION INFORMATION SYSTEM (NDIIS)

MANAGING PRIVATE LOT INFORMATION

Through NDIIS, Providers can track their private lot inventory. Each lot needs to be entered and edited by the provider through their *Lot Management* in the NDIIS.

Adding a New Lot Record

1. Click on the *Lot Management* hyperlink from the homescreen.

2. When the Lot Management window opens, click [Add]
3. The system will automatically assign a Lot Code to the lot number and this field cannot be edited.
4. Fill in:
    o   *Required fields are marked with an asterisk (*).*
    a. Lot Number
        ▪ The system will automatically add the word "Private" to the lot number once saved so this does not need to be manually entered when typing in the lot number
    b. Manufacturer – selected from the drop-down list
    c. Vaccine – selected from the drop-down list
    d.   # of Vials
    e. Doses per Vial
    f. Cost per Dose
    g. Lot Type – defaults to Normal and should not need to be changed
    h. Expiration Date
5. Click [Save] to add the record

Lot Management

Lot Code: 80341

* Lot Number: AHBV899763CA

* Manufacturer: SANOFI PASTEUR

* Vaccine: HIB (PRP-T) ACTHib

# of Vials: 30

Doses per Vial: 1

Cost per Dose:

Lot Type: NORMAL

* Expiration Date: 09/30/2013

Save Add Change Cancel

Lot Code: 80341

* Lot Number: AHBV899763CA - Private

* Manufacturer: SANOFI PASTEUR

* Vaccine: HIB (PRP-T) ACTHib

# of Vials: 30

Doses per Vial: 1

Cost per Dose: 0

Lot Type: NORMAL

* Expiration Date: 09/30/2013

CHANGING A LOT RECORD

  - *Adjustments to inventory, if doses on hand in the NDIIS do not match actual doses on hand, must be done in **Provider Lot Maintenance.***

1. In the **Lot Management** window, select the lot number that needs editing from the Lot Number field
2. Click [Change]
3. If you are not allowed to change the lot record, the following message will display:

> **NDIIS - Change Lot**
>
> Provider is not authorized to change this lot.
>
> [OK]
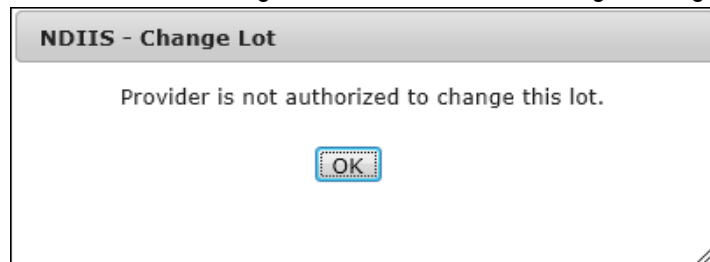
  - Otherwise, the record will become available for you to edit.

4. Make any necessary changes to the record
5. Click [Save] to update the record
6. To cancel changes at any time, click [Cancel]